



SHORT GUIDE • RISK • COMPLIANCE VIOLATIONS

Rules in the manual, breaches in daily work?

Now the rule travels with the document type.

Violations rarely happen on purpose. They happen when a document is filed in the wrong place, deleted too early or shared without redaction. This short guide shows how PaperOffice ties retention, protection and sharing to document type and workspace. For compliance, HR and quality teams.

AT A GLANCE

Retention and legal basis per document type, three workspace types from Standard to Compliance, redaction before sharing and quarantine for suspicious documents until a person decides.

01 · THE PROBLEM

Everyone knows the rules. Daily work has to keep them.

Retention periods, data protection, access rights: the requirements are in the manual. In daily work an employment contract sits in an open folder, an application goes to a service provider unredacted, an invoice that must be retained ends up in the trash. Nobody meant to break a rule, but no rule stepped in.

WHY IT HAPPENS

Rules sit next to the document

Retention periods and responsibilities live in a manual or a spreadsheet. Nothing is on the document itself, so everything depends on the memory of whoever files it.

Everyone sees everything

Personnel files sit next to incoming invoices, one folder serves everyone. Whoever searches for something sees more than they should.

Sharing without a check

A document goes to a service provider by email, complete with names, dates of birth and IBAN. In the rush, nobody checks whether something should have been redacted.

HOW YOU NOTICE IT

- Whether a document still has to be retained is known to the person who filed it alone.
- HR documents sit in folders that many colleagues can access.
- Applications and references go to outside parties unredacted.
- After a request about a person, it is unclear which documents belong to them.
- An invoice with a new bank account gets paid before anyone checks it.

02 · THE WAY WITH PAPEROFFICE

The rule works where the document is.

Instead of describing rules in a manual, you set them where documents arrive and live: on the document type, in the workspace and at the point of sharing. Your people keep making the decisions.

1

Recognize the type on arrival

From AI-DMS Basic, classification recognizes the document type in every run. You describe your own types, such as works agreements, with a short instruction for the AI.

[MODULE: CLASSIFICATION](#)

2

Set the rule on the type

For each type you set retention years, jurisdiction and legal basis. When a document is locked with WORM retention, the period of its type applies.

[MODULE: CLASSIFICATION](#)

3

Separate and protect areas

Workspaces separate HR, accounting and contracts, with rights per group. In Compliance workspaces, previews and PDF downloads carry a watermark with user and time.

[MODULE: WORKSPACES](#)

4

Redact before sharing

The Redact Agent finds names, addresses, IBANs, dates of birth and health data. You check every spot in the preview, and the redacted copy is saved to the workspace.

5

Hold suspicious documents

With AI-DMS Ultra the audit checks every document. Above your threshold it goes into quarantine: download, export, move and delete stay locked until someone releases it.

[MODULE: AUDIT CENTER](#)

03 · IN THE APP

Set up the rules in five steps.

These click paths put the rules into practice in the app. Start with one area, such as HR, and then apply the same pattern to other workspaces.

1

Create your own type

In **Document AI > Document Types**, use **New document type** to enter a name and an instruction for the AI, then set retention years and legal basis in the **Retention** tab.

2

Choose the workspace type

Open the workspace in **Document AI > Workspaces** and choose Business or Compliance in the **Workspace type** tab. You can upgrade at any time.

3

Secure access

In the **Access protection** tab set a password, an SMS code or, in Compliance, two-person approval, plus how long access stays valid after approval.

4

Redact before sending

Select the document, choose **Actions > Agents & workflows > Redact** and check every spot in the preview. For recurring cases, create an agent in **Document AI > Redact Agent**.

5

Turn on quarantine

In **Organization Settings > Document Audit Quarantine** turn on quarantine and set the threshold from 1 to 10. Release happens in the document's **Audit** tab.

TIP FROM PRACTICE

Use the whitelist for names that stay visible. When redacting, add names and terms that should stay visible to the whitelist, such as your company name. Ready-made scenarios, for example for external sharing or personnel files, preset the categories.

04 · AN EXAMPLE

A food manufacturer puts its rules in order.



A food manufacturer with 300 employees keeps personnel files, supplier contracts, test reports and invoices. The compliance lead maintains a policy manual, but in daily work every department files differently. Few people know the retention periods, and sharing runs by email.

BEFORE

- Retention periods live in the manual, not on the document.
- Personnel files sit in a folder many colleagues open.
- References go to outside service providers unredacted.
- Suspicious invoices are noticed only at payment.

WITH PAPEROFFICE

- Every document type carries retention and legal basis, custom types too.
- Personnel files sit in a Compliance workspace with two-person approval.
- Before sending, the Redact Agent redacts personal data.
- Suspicious documents stay in quarantine until someone decides.

An example for illustration, not a real customer. Check with your data protection officer and your advisors which retention periods and privacy rules apply to your organization.

05 · CHECKLIST

Ten points for rules that hold.

Review with compliance, HR and IT which rules already work on the document today and which still live in the manual.

- ☐ Every kind of document with a retention duty has a type with years and legal basis.
- ☐ HR, accounting and contracts sit in separate workspaces.
- ☐ Group rights per workspace are defined: view, upload or full access.
- ☐ Confidential files go out via a protected link with a password, not as attachments.
- ☐ A legal hold is placed for ongoing proceedings and audits.
- ☐ Your own kinds of documents, such as works agreements, exist as custom types.
- ☐ Sensitive areas are set up as Compliance workspaces with access protection.
- ☐ Personal data is redacted before any external sharing.
- ☐ The quarantine threshold for suspicious documents is set.
- ☐ The rules that apply to your organization are agreed with privacy and advisors.

06 · FREQUENTLY ASKED QUESTIONS

What should be settled before the rollout.

Does this cover GoBD and GDPR?

PaperOffice provides building blocks: retention per document type, WORM storage, redaction, access protection and quarantine. Which requirements apply to your organization is for your tax advisor and your data protection team to assess.

What is removed when redacting?

In digital PDFs, PaperOffice removes the text under the redaction; in scans the page image is blacked out. The original stays in the workspace, and the redacted version is added as a copy.

How do we limit access to personnel files?

With group rights per workspace and access protection. In Compliance workspaces, two-person approval opens the workspace only after two SMS codes.

Do we have to maintain retention for every document?

You set the period once per document type. When a document is locked with WORM retention, the period of its type applies, with the period starting immediately or at year end.

Who decides about a document in quarantine?

Always a person. The AI finds and rates, your team reads finding, quote and page in the **Audit** tab and releases the document. Until then, download, export, move and delete stay locked.

How do signatures fit into the process?

Through PaperOffice Sign as a simple electronic signature (SES): each signer confirms with an SMS code and signs in the browser. You also get a certificate with SHA-256, audit trail and timestamp.

07 · HOW TO START

Start with one area, such as HR.

Create a Compliance workspace for HR documents in the app, check the retention on the employment contract type and redact one document with preview. The pricing page shows which features your plan includes.

Collect the rules

List with compliance and HR the kinds of documents, retention periods and sharing cases that live in the manual today.

Create types and workspaces

Move every retention period onto a document type and set up every sensitive area as its own workspace with the right type.

Secure sharing

Set up a Redact Agent for typical sharing cases and send confidential files via a protected link.

DATASHEETS ON THIS TOPIC

Classificationpaperoffice.ai/downloads/paperoffice-ai-datasheet-classification.pdf**Workspaces**paperoffice.ai/downloads/paperoffice-ai-datasheet-workspaces.pdf**Audit Center**paperoffice.ai/downloads/paperoffice-ai-datasheet-audit-center.pdf**Secure email delivery**paperoffice.ai/downloads/paperoffice-ai-datasheet-audit-safe-email-delivery.pdf**PaperOffice Sign**paperoffice.ai/downloads/paperoffice-ai-datasheet-esignature.pdf

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